

NCO
413 North State Street
Ukiah, CA 95482

JOB DESCRIPTION

- I. POSITION TITLE:** **Teacher I-IV, HS, Bilingual**
- II. PROGRAM:** Head Start Child Development Program
- III. REPORTS TO:** Site Supervisor
- IV. SUPERVISORY RESPONSIBILITY:** Yes
- V. FISA / IWC STATUS:** Non Exempt
- VI. GENERAL DUTIES AND RESPONSIBILITIES:**
Plans, implements and supervises the child development program, classroom parent volunteer program and parent education in child development within the Head Start Single Classroom Center or classroom at a multiple classroom center.

VII. JOB DUTIES AND RESPONSIBILITIES:

1. Administer the daily operation of the classroom within the requirements of State Licensing Regulations, Head Start Performance Standards and State Funding Terms and Conditions (CSPP) where required.
2. Train, supervise and evaluate Associate Teacher(s) and Aides.
3. Order education supplies and materials needed for classroom through Education, Disabilities, Mental Health Specialist.
4. Keep required records, document services and follow-up and ensure compliance with Head Start Performance Standards in education and special education service areas.
5. Plan and implement curriculum for 17-20 preschool children according to Head Start Performance Standards and (CSPP) where required.
6. Develop and post weekly lesson plans.
7. Conduct monthly classroom parent curriculum advisory committee meetings.
8. Conduct two home visits and two conferences with each child's parents annually.
9. Assist the Site Supervisor in maintaining the Center facility and play yard.
10. Supervise daily cleaning of the classroom.
11. Mobilize, orient and guide parents and other volunteers to work in the classroom.
12. Administer a developmental screening tool to each child within 45 days of enrollment and complete ongoing assessment of child's development throughout the school year.
13. Through observation, use of individual child portfolios and with parent input, develop goals that individualize the curriculum for each child.
14. Facilitate growth and development of the child using an appropriate, program approved, ongoing assessment tool
15. Recognize signs of early disabling conditions (exceptional needs), participate in the special education procedures of the program and implement special goals and objectives for each special needs child under the supervision of the Education, Disabilities, Mental Health Specialist and in conjunction with the LEA.
16. Work with Infant/Toddler staff to facilitate smooth transition from Early Head Start to Head Start classrooms.
17. Facilitate activities with LEA to ensure a smooth transition from HSCDP to kindergarten.
18. Communicate with classroom parents regarding Center activities and child development information through parent bulletin boards, etc. and/or Center/classroom calendars.
19. Maintains confidentiality at all times.
20. Attends meetings, trainings and conferences as necessary.
21. Responsible for generating, collecting and documenting In Kind.
22. Aligns work behaviors in conformance with NCOs Mission, Vision and Values.
23. Furthers continuous improvement by participating on teams and voluntarily participating on special committees.
24. Work Habits:
 - Is on time and obtains approval from supervisor for any changes in work schedule or absences.
 - Able to stay focused on the job.
 - Takes pride in creating a good work environment.

- Treats co-workers and clients with respect.
 - Represents the agency/program to the community in a positive light.
 - Is able to deal with change.
 - Dresses appropriately for the job.
25. Other duties as assigned.

Additional Responsibilities, Teacher III

1. In coordination with Education, Disabilities, Mental Health Specialist, assess staff training needs in area of expertise; organize, implement and/or conduct staff training in same area.

Additional Responsibilities, Teacher IV

1. In coordination with Education, Disabilities, Mental Health Specialist, assess staff training needs in area of expertise; organize, implement and/or conduct staff training in same area, or
2. Conduct a demonstration classroom in area of expertise and facilitate other teaching staff's observation of classroom and follow-up discussion.

Bilingual Teacher I-IV

1. Communicates with families in their native language. Serves as interpreter for those families who do not speak English. Translates written materials from English to the families native language and, when necessary, from the family's native language to English.

VIII. JOB QUALIFICATIONS:

Teacher I

1. Must hold, or qualify and apply for (within one month of hire) a California Department of Education Associate Teacher Child Development Permit (OR appropriate County document indicating permit requirements are met).
2. One year early childhood classroom experience required and one year supervision of staff preferred.

Teacher II

1. Must hold, or qualify and apply for (within one month of hire) a California Department of Education Teacher Child Development Permit (OR appropriate County document indicating permit requirements are met). AA in ECE/Child Development or AA in a related field with 12 Core ECE units. Three units administration class and two units in supervision of adults must be completed within two years of hire.
2. Two years early childhood classroom experience required and two years supervision of staff preferred.

Teacher III

1. Must hold or qualify and apply for (within one month of hire) a California Department of Education Teacher Child Development Permit (OR appropriate County document indicating permit requirements are met). BA or higher in ECE/CD or BA in a related field with 12 Core ECE units and three units ECE field experience. Three units administration class and two units supervision of adults required.
2. Three years early childhood classroom experience required and three years of supervision of staff preferred.

Teacher IV

1. In addition to the Teacher III qualifications, must be qualified and willing to serve as an active Mentor Teacher in one of the following:
 - California Certified Mentor Teacher Program
 - Local College Mentor Teacher Program
 - Perform HSCDP in-house mentoring responsibilities as requested by EDM.

Bilingual Teacher I-IV

1. Must be able to speak and write English & designated other language(s) fluently.

Teacher I – IV

1. Must have thorough knowledge of the principles and practices of Early Childhood Education.
2. Ability to provide leadership and stability for program continuity.
3. Must be able to develop lesson plans with team teaching approach and carry them out in an effective manner.
4. Must be able to understand and follow oral and written instructions and have good oral and written communication skills. Must be able to work effectively with preschool children, as well as with parents from a variety of socially and culturally diverse backgrounds.
5. Must be flexible and able to meet the changing needs of the program.
6. Must show good judgment, creativity, initiative, reliability and maturity.
7. Must be able to attend conferences and in-service training throughout the year.

8. Must be at least 18 years of age.
9. Ability to work flexible hours for weekend or evening activities as needed.
10. Infant and Child CPR, First Aid training and 15 hours Child Health and Safety training required or willing to complete within 6 months of being hired.
11. Bilingual Spanish-English preferred.
12. For work-related driving, must have a valid driver's license, verifiable good driving record and access to a vehicle with insurance that covers the employee as a driver.
13. Must successfully complete pre-employment physical and T.B. clearance at time of employment and every four years thereafter.
14. Must pass Criminal Background Live Scan at time of employment and report any criminal conviction thereafter to DSS, Community Care Licensing within 48 hours.

PHYSICAL DEMANDS: Position requires the physical ability to frequently change positions in order to move about at children's eye level; to stoop, bend, twist and reach; to lift, carry and handle children and equipment weighing up to 55 pounds; and to provide visual and auditory supervision of children. Able to lift up to 55 lbs using ergonomic safety guidelines; when lifting more than 55 lbs will ask for assistance or use lifting tools, following ergonomic safety guidelines. Able to work at a computer station using ergonomic safety guidelines. Must be able to drive or travel as a passenger in a car, sometimes for hours, to attend meetings and training sessions.

ENVIRONMENTAL DEMANDS: Must be able to function well in a noisy, busy environment that includes the comings and goings of small children and their families. Rev. 3/10

N.C.O
413 N. State St
Ukiah, CA 95482

Head Start Teacher II-IV – Willits

\$15.60- \$18.29/hr, 32 hrs/wk, 9 mo/yr

Paid holidays, vacation & health leave. Eligible for benefits after full 3-month waiting period Retirement: 403(b) Plan-immediate eligibility; SEP-IRA upon qualifying

Interested applicants must complete an NCO employment application. Applications not filled out in full will not be considered for interview. A resume is desirable but is not a replacement for any part of the application form.

Applications accepted until **5:00 PM on 8/2/10**. Postmarks not accepted. Mail or deliver to NCO, 413 North State Street, Ukiah, California 95482. FAX: (707) 467-3213.

NCO is under no obligation to hire from this solicitation.

North Coast Opportunities, Inc. is an Equal Opportunity Employer.
Minority, disabled, and older individuals are encouraged to apply.

**FOR POSITIONS REQUIRING ECE OR CDV UNITS: PLEASE ATTACH TO YOUR APPLICATION
A COPY OF TRANSCRIPTS**

Also, for Head Start Child Development positions please see **Notice** regarding Department of Justice clearance requirements. **Over** 
